**Ability Summary Sheet**

1. Types of motions are listed in italics under the motion. Refer to Dunbar’s Competitive Events Handbook for more information on the types and precedence of motions.
2. This document provides EXAMPLES of how motions may be demonstrated. In some cases there are additional ways that motions may be demonstrated. Judges should additionally consult Dunbar’s Competitive Events Handbook and/or Robert’s Rules of Order for complete information on proper usage and demonstration of motions.

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| ***The following abilities bring a question again before the assembly and MUST be completed prior to the original main motion.*** |
| **Motion** | **Purpose** | **2nd/Debatable/****Amendable** | **Vote Required** | **Notes** |
| Take from the Table | Brings back a motion that has been laid on the table | Second- YesDebatable- NoAmendable- No | Majority | A scenario will be provided on the event card that will include the motion that was tabled at the previous meeting.“I move to take from the table the motion relating to holding a chapter cookout.” |
| Reconsider | Brings back a motion that has already been voted on | Second- YesDebatable- Yes\*Amendable- No \*if applied to a debatable motion | Majority | A scenario will be provided on the event card that will include the motion to be reconsidered.May only be moved by a member who voted on the prevailing side. “I move to reconsider the vote on the motion relating to holding a chapter cookout.”If member does not state, chair should ask, “Did you vote on the prevailing side?” |
| Rescind | Cancels a previous action or order | Second- YesDebatable- YesAmendable- Yes | Majority with notice2/3 without notice OR majority of entire membership | A scenario will be provided on the event card that will include the action to be rescinded. “In accordance with notice given at the last meeting, I move that the motion relating to holding a chapter cookout adopted on \_\_\_\_ be rescinded.” OR “I move to rescind the motion passed at the last meeting related to holding a chapter cookout.”  |
| ***Main Motion- Must be completed with nothing on the floor.*** |
| **Motion** | **Purpose** | **2nd/Debatable/****Amendable** | **Vote Required** | **Notes** |
| Main | Introduce new business | Second- YesDebatable- YesAmendable- Yes | Majority | Main motion will be assigned on the event card. It must be stated exactly as printed on the card. “I move that……”If the main motion passes, the chair states, “The ayes have it and the motion is adopted. We will…… “ Rap the gavel once. “Is there any new business?” |
| ***The following ability SHOULD be completed as soon as the Main Motion is moved.*** |
| **Motion** | **Purpose** | **2nd/Debatable/****Amendable** | **Vote Required** | **Notes** |
| Object to Consideration of a Question*Incidental* | Avoids the consideration of an original main motion | Second- NoDebatable- NoAmendable- No | 2/3 must be opposed to the question | Does not require recognition from the chair. Must be moved before discussion begins. “Mr. President, I object to the consideration of the question.”Requires a countable vote- “those in favor of considering the question…” “those opposed to considering the question…..”If 2/3 oppose considering the question, the chair asks “Is there any new business. |
| ***The remaining abilities may be completed at any time throughout the meeting as long as there is an item of business on the floor. See notes column for guidance on proper usage.*** |
| **Motion** | **Purpose** | **2nd/Debatable/****Amendable** | **Vote Required** | **Notes** |
| Adjourn*Privileged* | Ends the meeting | Second- YesDebatable- NoAmendable- No | Majority | “I move to adjourn.”If passed the meeting is adjourned and the chair goes to “we are about to adjourn….”The unqualified form does NOT state a time at which the meeting is to be adjourned.  |
| Amend*Subsidiary*  | Modifies the wording of a pending motion before action is taken | Second- YesDebatable- YesAmendable Primary- Yes Secondary- No | Majority | “I move to amend the motion by….” OR “I move to amend the amended motion by…..”Amendments may insert words into a motion, add words at the end of a motion, strike words from the motion, or strike out and insert words.A primary amendment may be amended with a secondary amendment. However, only two amendments may be on the floor at any one time. A primary amendment must be germane to the motion and cannot change the intent of the motion. A secondary amendment must be germane to the primary amendment and cannot change the intent of the primary amendment.If a member moves to amend by inserting they must state where the words would be inserted within the motion. When stating the amendment, the president should say, “if adopted, the motion will read…..” |
| Appeal*Incidental* | Secures a ruling of the group and not the presiding officers | Second- YesDebatable- Yes if applied to a debatable motionAmendable- No | Majority or tie sustains the chair | Does not require recognition and may interrupt the speaker.“I appeal from the decision of the chair.”The chair then states the ruling and the reason for the ruling, then asks for debate. Following debate the chair states “The question is shall the decision of the chair be sustained? All those in favor of sustaining the decision of the chair, say aye. Those opposed to sustaining the chair, say no.” The chair is the only person allowed to debate twice. “The ayes have it and the decision of the chair is sustained” OR “The noes have it and the decision of the chair is not sustained.”  |
| Call for Orders of the Day*Privileged* | Secure adherence to the agenda/order of business | Second- NoDebatable- NoAmendable- No | 2/3 negative to fail | A scenario will be provided on the event card that will include the motion and the time of the special order.The speaker can interrupt another speaker and does NOT need recognition“I call for the orders of the day to take up the motion postponed at our last meeting until 2:00 p.m. today.”A counted vote is needed and 2/3 must vote no for the motion to fail.  |
| Commit or Refer*Subsidiary*  | Places business in the hands of a committee | Second- YesDebatable- YesAmendable- Yes | Majority | “I move that the motion be referred to a committee of three to be appointed by the chair” OR “I move that the motion be referred to the \_\_\_\_\_ committee.”Should be moved when a motion is pending.The motion should state the number on the committee and who will appoint them OR what standing committee the motion is to be referred to.If a motion is referred to an ad hoc committee, as soon as the motion passes, the committee should be appointed, “The committee will be Susan, Jose, and Billy.”  |
| Division of Assembly*Incidental* | Verifies the accuracy of a vote by having members stand | Second- NoDebatable- NoAmendable- No | No Vote | Does not require recognition and may be done while seated.Should be done immediately following the announcement of a voice vote.“Division!”Chair- “A division is called for. We shall now re-vote. All those in favor of…… rise. Be seated. Those opposed, rise. Be seated. There are \_\_\_ affirmative votes and \_\_\_ negative votes. The affirmative has it and the motion is adopted.” |
| Division of a Question*Incidental* | Considers separately a motion that has several distinct parts  | Second- YesDebatable- NoAmendable- Yes | Majority | Must be moved prior to amendments being offered.“I move to divide the question so as to consider separately holding a chapter cookout and holding ag Olympics.” If adopted, the Chair asks for debate on the first motion, then after the first motion is disposed of the Chair asks for debate on the second motion. |
| Fix time to which to adjourn*Privileged* | Sets a time for the continuation of the present meeting (used if the member believes there will not be time to complete business at the current meeting) | Second- YesDebatable- NoAmendable- Yes | Majority | “I move that when the meeting adjourns it adjourn to meet at 1:00 on November 1st in the Ag Room.”May be moved at anytime  |
| Lay on the Table*Subsidiary*  | Sets a motion aside for more urgent business | Second- YesDebatable- NoAmendable- No | Majority | Member states reason for tabling the motion before moving- for example “The principal needs to know if the chapter can park cars at the football game by 4:00, therefore I move to l lay on the table the motion that we hold a chapter cookout.” |
| Limit or Extend Debate*Subsidiary*  | Lengthens or shortens the debating time or the number of debates per speaker | Second- YesDebatable- NoAmendable- yes | 2/3 | “I move that debate be limited on the pending motion to one speech of ….. minutes for each member.”Requires a countable vote.If 2/3 vote in the affirmative, the chair states “debate will be limited on the pending motion to ….. minutes for each member.” Rap the gavel. Is there more debate on the motion to…..?” |
| Parliamentary Inquiry*Incidental* | Obtains information about parliamentary law or rules relating to the business at hand | Second- NoDebatable- NoAmendable- No | Chair answers | Does not require recognition and may interrupt a speaker.“I rise to a parliamentary inquiry” OR “A parliamentary inquiry please.”Chair- “The member will state the inquiry.”Member then asks a question relating to parliamentary law or the rules of the organization relating to the pending business.Chair then responds to the question and returns to pending business. |
| Point of Order*Incidental* | Enforces rules of the organization | Second- NoDebatable- NoAmendable- No | Chair answers | Does not require recognition from the chair and may interrupt the speaker. “I rise to a point of order.”Following recognition, “I make the point of order that……. “Chair then states either “The point of order is well taken …..” and states the reason OR “The point of order is not well taken…..” and states the reason. |
| Postpone Definitely*Subsidiary*  | Defers action on a pending motion to a specific time | Second- YesDebatable- YesAmendable- Yes | Majority | “I move to postpone the motion to ……”A motion cannot be postponed beyond a quarter or the next regular meeting (whichever is first.)It should be moved when a motion is on the floor. It is acceptable for the mover of the motion to state a legitimate reason for postponement, however this is not required.  |
| Postpone Indefinitely*Subsidiary*  | Rejects or kills a main motion without bringing it to a vote | Second- YesDebatable- YesAmendable- No | Majority | “I move that the motion be postponed indefinitely.” If the motion passes, the item of business is rejected and the chair should ask, “Is there any new business?” Should be moved  |
| Previous Question*Subsidiary*  | Closes debate and the making of subsidiary motions (except to lay on the table) | Second- YesDebatable- NoAmendable- No | 2/3 | Best used toward the end of debate.“I move the previous question.”If passed the chair must go immediately to a vote- “There are 2/3 in the affirmative and the previous question is ordered. The question is now on the motion….”May be applied only to the question pending or to all pending questions. Mover should state if it applies only to the amendment or to all pending questions.  |
| Raise a Question of Privilege*Privileged* | Permits urgent requests related to the rights and privileges of the assembly | No | Chair decides | May interrupt a speaker- does not require recognition“I rise to a question of privilege affecting the assembly.”“The member will state his/her question.”“I request that the thermostat be turned down.”The chair makes a ruling and then continues with the business. |
| Recess*Privileged* | Provides a short break in the meeting | Second- YesDebatable- NoAmendable- yes | Majority | “I move to recess for \_\_ minutes.”If passed the meeting stops for the time specified. |
| Suspend the Rules*Incidental* | Set aside a special or parliamentary rule | Second- YesDebatable- NoAmendable- No | Rules of order- 2/3Standing Rules- Majority | “I move that the rule(s) be suspended which interfere(s) with ……. Be suspended.” Bylaws cannot be suspended.Standing rules not dealing with parliamentary procedure may be suspended with a majority vote- examples include allowing members to remove ties and jackets because the room is hot or changing the meeting date/time/place.The rule should be germane to pending business. Rules of order may be suspended with a 2/3 vote- examples include adopting a motion without debate, allowing a member to continue speaking after their time has expired, or changing the order of business |
| Withdraw*Incidental* | Withdraws a motion before it is voted on | Second- Yes or NoDebatable- NoAmendable- No | Majority | Before the motion is stated by the chair, the member who moved it can say “I withdraw the motion (or amendment).” This does not require a second or a vote. A reasonable way to do this would be if the member misspoke and moved to do something on September 31, realized it, and wanted to save the group the time to vote it down. After the motion is stated by the chair, the member who moved it can say “I ask permission to withdraw the motion (or amendment.) The chair then states, “Unless there is an objection (pause), the motion is withdrawn with unanimous consent.”If there was an objection, the chair would ask for a second and then put it to a vote to allow the member to withdraw his motion (or amendment.)  |

**Each member receives up to 50 points for properly demonstrating his or her assigned motion from the event card. Suggested point ranges are below for consideration by the judges.**

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| **Item** | **Low Points** | **Medium Points** | **High Points** |
| Member receives recognition as required- 5 points | * 1. Points

Member does not receive recognition as required OR member seeks recognition when not required | 2-4 PointsMember seeks recognition as required but does so improperly | 5 PointsMember seeks and receives recognition as required OR member does not receive recognition because it is not required |
| Motion is moved at the correct time in the meeting- 10 points (particularly related to division of a question, object to consideration of a question, postpone indefinitely, reconsider, rescind, take from the table, and division of the assembly since all these have a specific purpose | 0-4 PointsMotions listed to the left are moved at a completely incorrect time in the meeting (ie- Division of the Assembly is moved after the chair has resumed discussion, etc.) | 5-7 PointsMotions listed to the left are moved at a somewhat incorrect time in the meeting (i.e. postpone indefinitely is moved after an amendment is offered, etc.) | 8-10 PointsMotions listed to the left are moved at the appropriate time in the meeting as identified aboveFull points should be awarded for motions not listed to the left since they can be used at any time. |
| Motion is moved at a logical point in the flow of business20 points | 0-8 PointsMotion is moved at an incorrect or inappropriate time in the meeting (i.e. Previous Question is moved before discussion has started) | 9-15 PointsMotion is moved at a somewhat incorrect time in the meeting(i.e. Previous Question is moved after only one or two discussions and there are obviously others wishing to speak) | 16-20 PointsMotion is moved at the correct time in the meeting that makes sense based on the flow of business (i.e. Previous Question is moved after discussion begins to drag on) |